

Contacts:
Technical Assistance Center (TAC):
Phone 888-245-4860
or
Sara Shelton:
Sara_B_Shelton@hud.gov

Real Estate Assessment Center
1280 Maryland Avenue, SW
Washington, D.C. 20024

Physical Inspection Operations (PI-Ops)

Special Bulletin # 8

Inspectors sometimes have questions regarding inspection protocol.

Keeping up with inspection issues is essential to your success.

Providing consistent and timely information helps to ensure quality inspections. As a result, the Real Estate Assessment Center (REAC) is providing the following information in the inspection protocol to clarify definitions and/or address questions posed by inspectors and other members of the housing industry. Take some time to review the following clarification:

- **Nursing Home and Group Home Rooms (Units):** For nursing homes, group homes, and assisted living facilities, any room with a bed, or beds, is considered a “client room.” Inspectors should change the number of units in the DCD to reflect client rooms, and a sample is then generated from the number of client rooms rather than the number of beds. Client rooms are to be inspected and listed as dwelling units. All other areas of the facilities – including kitchens, dining areas, community areas, etc. – are to be inspected as common areas.

How can you apply this protocol?

REAC captures the entire living conditions of group homes, nursing homes, or assisted living facilities by counting client rooms. Because client rooms do not always have assigned numbers, the inspector should start at the lowest level and move to the right, and then up, through the property to select rooms as they are listed in the sample. Mixed-use facilities contain both client rooms and residential [apartment-type] dwelling units – the total number of units used to generate the sample will include both.

To see previous Special Bulletins, visit the REAC web site at:

<http://www.hud.gov/reac/products/prodpass.cfm>